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19 November 1953

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. []

a. There were no placements of surplus [] people during this week. Mr. [] has two definite possibilities. Decisions are expected from both by 20 November. Mr. [] TDY has been extended through Sunday, 22 November 1953.

2. []

a. In order to alleviate the temporary clerical shortage, two wives of instructors are being retained on a part-time basis. Neither Mrs. [] can devote full time, but have agreed to work two or three days a week pending assignment of full-time clerical employees.

b. The Personnel Office, OTR, has completed a project whereby copies of completed Personnel Qualification Questionnaires of [] personnel have been photostated and forwarded to the Personnel Officer at the project. The last group of photostated Personnel Qualification Questionnaires were forwarded this week.

c. It has been decided to cancel disposal action on the surplus construction materials [] in view of the possibility of new construction on the base in the near future.

3. TRAINING COST ANALYSIS. The HFO/OTR attended a meeting with officers of the Statistics Branch, Comptroller's Office, Department of the Army, to obtain comparable training cost data. Available data is inadequate for OTR's purpose. A subsequent conference is being arranged with [] to consider other sources.

4. [] AREA-LANGUAGE PROGRAM. The Security Control Staff has granted security approval for Mr. [] as a tutor.

5. [] Dependents of the students in the project are being processed for overseas movement by the Central Processing Branch. Overseas movement should be effected early in December.

6. [] The weekly report of utilization of [] facilities is attached.

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25 YEAR RE-REVIEW

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B. ITEMS OF CURRENT INTEREST : CONFIDENTIAL

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1. [REDACTED]

a. The BFO/OTR is coordinating preliminary arrangements for the Auditor-in-Chief and Chief, Audit Division to visit installation preparatory to general audit.

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b. The administrative and security procedure for the [REDACTED] Course [REDACTED] has been completed and forwarded to the Commanding Officer at the site. Arrangements are being made to route an information copy of the procedure to the Security Office, General Counsel, and Office of Personnel.

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2. Partitioning of Wing A, First Floor, Alcott Hall has begun. It is anticipated that all work will be completed by 25 November 1953 and therefore 30 November 1953 has been tentatively set as the move date for OTR personnel from Wing 3, I Building, to Wing A, Alcott Hall.

C. NEW PROJECTS DURING THE WEEK:

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ALLOTMENT AND EXPENDITURE CONTROL. The Technical Accounting Staff, Office of Comptroller, was requested to survey OTR Fiscal Procedures to ascertain the possibility of adopting the revised Allotment Control Record Procedures [REDACTED]. A survey representative is scheduled to start the project the week of 23 November 1953.

D. ITEMS OF ADMINISTRATIVE INTEREST:

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1. The exit promotion of Mrs. [REDACTED] has been denied by the Office of Personnel. A memorandum to this effect was received from [REDACTED] Chief, Personnel Utilization Division and was in turn forwarded to the Chief, Support Staff, OTR.

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2. Word has been received from the Administrative Officer, Office of Comptroller that a document concerning the status of Mr. [REDACTED] is now being prepared by Mr. [REDACTED] of that office. Upon receipt of this document the Personnel Officer will take action as appropriate.

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[REDACTED]
Administrative Officer, OTR

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